

18 OCT 1974

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Office of Personnel Report - Week Ending  
18 October 1974

1. Senior Secretary Review: The review of senior secretarial positions to ensure that the grades of these positions fully take into consideration actual difficulty and responsibility has started. Grades will be determined basically by the secretarial pattern, with due consideration and credit being given for the actual responsibilities of secretarial positions if such consideration will provide for a higher grade. Positions in the Office of the General Counsel and the Inspector General's Office are being reviewed. This is a follow-up to recent Management Committee action.

2. Upward Mobility Study: We are conducting a postaudit of this program. Six employees in the Upward Mobility Program were interviewed to develop information as to how they have progressed in their jobs. Also, a conference was held with [REDACTED] of the Office of Medical Services to determine what medical problems Upward Mobility applicants and employees may have. A discussion was also held with employees responsible for the Upward Mobility candidates in the "clerical pool" to determine what problems there are in training and assigning such employees. Finally, a discussion was held with personnel in the Recruitment Division responsible for recruitment of Upward Mobility candidates to determine if there are any problems from their vantage point. The Upward Mobility employees are selected from the disadvantaged in the Washington Metropolitan area. 25X1A

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3. Incident: [REDACTED] represented the Agency at Career Day at Mary Washington College, Fredericksburg, Virginia, on 17 October. Three bearded young men challenged [REDACTED] about the Agency's alleged activities in Chile. They then threw bags of blood, or what appeared to be blood, on him, completely ruining his suit. The President of Mary Washington has apologized to [REDACTED] for this occurrence. 25X1A

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[REDACTED] was also assisted by a reporter for a local television station. While we have nothing concrete at the moment, we believe that there may have been some coverage on local radio stations -- and there could be more today.

4. Vacancy Notices: There are 21 active vacancy notices currently in circulation (14 professional and seven clerical). These vacancies include three Operations Directorate multiple requirements for computer types and one [REDACTED] requirement for publications typists.

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5. Position Management: A meeting was held with the Chief, Operations, Office of Communications, to discuss a proposal for the realignment of the grade patterns for the small Commo stations throughout the world.

6. Mr. Duckett to Meet President: Mr. Carl Duckett and the 10 other winners of the 1974 National Civil Service League Career Service Awards have been invited to meet with the President to receive his personal congratulations. The meeting is scheduled for today, 18 October, at the White House at 2:30 p.m.

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7. Co-op Activity: [REDACTED] Coordinator for Cooperative Programs, reports that in his first recruiting trip to Southern University he was fortunate in identifying three co-op engineers, including a mechanical engineer interested and experienced in heating and air conditioning. Last week he spoke to 70 members of the Tennessee Cooperative Education Association in Nashville on the role of the Federal Government as a co-op employer. While in Nashville, [REDACTED] spent several hours briefing the new Director of Placement and Cooperative Education at Tennessee State University and arranged to visit Fisk University on 29 and 30 October to brief the Co-op Coordinator and interview candidates for the Summer Intern Program. All of the above schools are predominantly black.

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8. Summer Intern Program: The record high volume of inquiries about the Summer Intern Program continued this week.

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9. No Campus Problems at Florida: [REDACTED] recruiter, conducted interviews at the University of Florida under open recruitment (announced visit) on 8 and 9 October. Although the campus newspaper contained several "blistering" editorials on the Agency's involvement in Chile, there were no incidents and [REDACTED] was well received.

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10. Contact with State on Clericals: [REDACTED] Chief, Recruitment Division, was contacted by Mr. Thomas McClosky, State Department Personnel Office. He is with a Task Force headed by an Ambassador investigating the problem of clerical recruitment and staffing at the Department. They are having the same difficulties in recruiting typists and stenographers as this Agency. He was seeking information on our experience in such areas as attrition, applicant declination, security clearance time, upward mobility of clericals to professional positions, etc. While not providing precise figures, we were able to suggest to Mr. McClosky that our own experience was quite similar.

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11. [REDACTED] Conference: A regional recruiter conference was held on 16 October for recruiters assigned to the [REDACTED] Recruiting Office and the [REDACTED] Recruiting Office. The conference was used primarily to update the recruiters on policy changes and requirements. Other regional conferences have been held previously.

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12. Assist to Science and Technology: [REDACTED] Chief, Plans Staff/OP, met with the Science and Technology Comptroller at the latter's invitation to participate in a task group responding to the Director's instruction to "identify and evaluate the impact of inflation on our contractual programs (R&D)." [REDACTED] had previously done studies on the impact of inflation.

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13. Rehired Annuitants: During the week the Acting Director of Personnel approved the following rehired annuitant cases for the Directorate of Administration:

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[REDACTED] -- Office of Logistics --  
Independent Contractor.

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[REDACTED] -- Office of Finance --  
Contract Employee.

#### Coming Events

1. We begin preparation of charts comparing certain internal career sub-group reports by Directorate in response to the Director's request following his review of the Agency APP.

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25X1A 3. The Chief, Military Personnel Branch, reported that Brigadier General Charles K. Heiden, USA, will speak to the members of the Agency's Military Reserve Unit on Monday, 21 October 1974, on the subject of "The Armored Division." The meeting will be conducted in the auditorium beginning at 1745.

25X1A 4. [REDACTED] Office of Weapons Intelligence, will join recruiter [REDACTED] on 22 and 23 October in an address at Texas A&M (aerospace engineering students) and Prairie View A&M (all science and engineering students).

/s/ F.W.M. Janney

F. W. M. Janney  
Director of Personnel

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25X1A OD/Pers, [REDACTED]:jmm (18 Oct 74)

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